

**Mandatory Reference: ADS 302**  
**Supplementary Reference: N/A**  
**File Name: 302512m2**

### **USAID Commerce Business Daily Notice Guide**

The following guidance relates to the item numbers in the format required per FAR 5.207. Note: Do not include the quotation marks(" ") used as examples in the following guidance.

- (1) In Item #1, Action Code: One of the codes shown in the attached guide must be used. The code "N/A" is for special notices intended to inform the public of events and is not applicable to solicitations. The code "F" for Foreign Procurement Notice has been deleted and may no longer be used.
- (2) In Item #4, insert "GPO471AID".
- (3) In Item #7, Office Address: It is mandatory to use the contracting organization's name and full address. The address shall include "USAID" or "US Agency for International Development". It is not acceptable to state "not yet determined". Item #7 must be completed. Host country notices should also include a statement: "An action for the USAID program."
- (4) In Item #8, Subject: A hyphen must be used between the classification code and the brief description of the synopsis. This classification code must be the same as in Item #6. A short description must be included, e.g., "8. H-Technical Resources Project".
- (5) In Item #11, responders have mistaken the telephone listings of country and city codes for some U.S. area codes e.g., the country code for Egypt is 20 and city code for Cairo is 2; 202 is also the area code for Washington, D.C. Therefore, USAID Missions shall identify their telephone numbers as international telephone numbers.

Also it is recommended that USAID Missions consider listing the name and telephone number of a U.S. contact for information regarding the procurement, e.g. M/OP, OSD BU, or the cognizant USAID/W project development office, etc. Consult first with the U.S. contact to establish this arrangement before listing them.

e.g., "11. (a) John Doe, USAID.Cairo, Int. Tel. No.20-2-123-4567, OR (b) Mary

Doe, ANE/PD, USAID, Washington, D.C. 20523-0028, (202) 712-1234".

(6) Use the following for Item #13, Contract Award Dollar Amount:

i) insert a "\$" before the digits (value of award), "e.g., 13. \$100,000".

ii) If the award is in local foreign currency, it must be spelled out, e.g., "13. Swaziland currency E456890".

iii) If it is both local foreign currency and U.S. dollars, insert "and" between the foreign currency and the dollar amount, e.g., "13. Swaziland currency E45890 and \$250,000".

(7) In Item #17, Description, the following statement is to be included after the description of the synopsis:

"The preferred method of distribution of USAID procurement information is via the Internet or by request of a solicitation on a 3.5 floppy disk (WordPerfect 5.1/5/2 format). This CBD notice can be reviewed and downloaded using the Agency Web Site. The RFP can be downloaded from the Agency web site. The Worldwide Web address is <http://www.info.usaid.gov> . Select "Business and Procurement Opportunities" from the Home Page, then "USAID Procurements". On the following screen, select "Download Available USAID Solicitations". Receipt of the RFPs through the INTERNET must be confirmed by written notification to the contact person noted above. It is the responsibility of the recipient of this solicitation document to ensure that it has been received from the INTERNET in its entirety and USAID bears no responsibility for data errors resulting from transmission or conversion processes. Interested parties may also request a written copy of the RFPs by mailing a request for RFP (insert the RFP number) to: (insert your mailing address). All written requests must include a self-addressed mailing label. The RFP will be mailed and also be posted on the Agency Web Page within 15 days after the publication of the notice in the CBD. No phone requests will be accepted. Questions must be directed to (insert your mailing address and phone number)."

On all award notices, insert "N/A".

With regard to the "Description Numbered Notes", while the notes are numbered 1-25, only 14 numbers are currently being used with the rest reserved.

Though not referenced in the Preparation and Submission Of Synopses (CBD guide), the maximum character limitations for synopsis format item numbers 11, 12, 13, 14, and 16 are as they are specified in FAR 5.207. There is also an overall synopsis limitation of 12,000 textual characters (approximately 3.5 single-spaced pages).

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